

Appendix D

Site Inspection Report

Site Inspection Report

Site name: _____ Permittee: _____

Division: _____ Inspection date: _____ Inspector: _____

Weather conditions (circle one): Dry Rain Snow Icy
 Inspection type (circle one): Regular Precipitation Quarterly Final

Please note that this form must be kept on-site in the SWP.

General	Yes	No	N/A	Responsive Action Log Reference #
A. Is the SWP on Site or its location posted?				
B. If required, is the Applicable Permit and/or NOI on Site?				
C. Is contact information provided on Site and is it correct?				
D. Since the last site inspection, has [Builder] received notice of a federal, state, or local inspection evaluating compliance with Applicable Permit? (<u>See</u> instruction sheet – This question relates only to government inspections for compliance with NPDES or state equivalent permit)				
E. Was the Site Inspection Report for the last inspection signed by the SSWCR and certified if and as required by the Applicable Permit?				
F. Have Action Items from last Site Inspection been timely addressed?				
Maintenance	Yes	No	N/A	Responsive Action Log Reference #
G. Are there excess sediment or other pollutants exiting the Site?				
H. Are roads/gutters free of excessive sediment from the Site?				
I. Are exit/entrance controls properly located, in working condition, and no repairs necessary?				
J. Are exposed areas stabilized as required?				
K. Are stockpiles located and stabilized as required?				
L. Are washouts properly located, in working condition, and no repairs necessary?				
M. Are non-storm water and hazardous materials managed as required?				
N. Are trash, construction debris, and other solid wastes managed as required?				
O. Are portable toilets provided and properly located?				
P. Are any other BMPs, not already specifically addressed by another question on this form, properly located, in working condition, and no repairs necessary?				

Q. Are the Site Storm Water BMPs and the SWP consistent with each other?				
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Name and Title of Inspector

Signature of Inspector

Date

[INSERT CERTIFICATION REQUIRED BY THE APPLICABLE PERMIT]

Name and Title of Certifying Party

Signature

Date

If a Designee conducts an inspection, the Site Storm Water Compliance Representative shall review and sign the completed Site Inspection Report.

Name:
Site Storm Water
Compliance Representative

Signature

Date

Responsive Action Log

Site name: _____ **Inspection date:** _____

Permittee: _____ **Division:** _____

[illegible]

User Instructions for Appendix D - Site Inspection Report

IMPORTANT

- This form consists of the Site Inspection Report and Responsive Action Log. These are legal documents.
- Only the Site Storm Water Compliance Representative or his/her Designee, including a Storm Water Consultant, is permitted to undertake the inspection required by this form. If you are not this person, you must contact the Division Storm Water Compliance Representative immediately.
- Each Action Item must have a corresponding Responsive Action. An Action Item is a condition that requires action to be taken to achieve or maintain compliance with the Storm Water Requirements. A Responsive Action is an action taken or that is necessary to be taken to achieve or maintain compliance with Storm Water Requirements.
- Before proceeding with any inspection, you must first verify whether all Responsive Actions identified from the prior inspection, if any, were undertaken within the time period allowed by the Applicable Permit and whether the applicable and relevant information is recorded for the prior inspection.
- You must answer every question. Check “Yes,” “No” or “N/A” for each question as appropriate. A response of “N/A” is permitted only where the designated area is not shaded. Also, please review each question carefully – responding “Yes” or “No” to one question does not mean similar questions must be answered similarly.
- You must restate or carry over to the current Responsive Action Log any Responsive Action not completed since the last inspection regardless of the time period allowed by the Applicable Permit.
- You must sign and date the completed Site Inspection Form. If you are a Storm Water Consultant or a Designee for the Site Storm Water Compliance Representative and you complete this form, the Site Storm Water Compliance Representative must review and sign the completed form as well.
- A copy of each completed Site Inspection Report and Responsive Action Log must be kept with the SWP.

PROCEDURES

- You must record the following information on each and every Site Inspection Report:
 - ✓ Site Name. Insert the name that is recorded on the Notice of Intent.
 - ✓ Permittee. Enter the name that appears on the Applicable Permit or the Notice of Intent.
 - ✓ Division. Insert the name of the Builder's operating division responsible for the Site identified on the form.
 - ✓ Inspection Date. Insert the date on which the inspection is being performed.
 - ✓ Inspector. Enter the name of the person performing the inspection.
 - ✓ Weather conditions. Circle the appropriate description that best describes current weather conditions.
 - ✓ Type of Inspection. Circle the inspection type that represents the purpose of the inspection. Only one inspection type may be circled. A Regular inspection is one conducted according to the regular schedule of inspections for a Site. A Precipitation inspection is one conducted, when required by the Applicable Permit, after a rainfall event specified in the Applicable Permit. A Quarterly inspection is one conducted in conjunction with the quarterly oversight for the Site. A Final inspection is the last inspection planned prior to filing a Notice of Termination.
- You must determine whether a Responsive Action is necessary based on your response for each question. A Responsive Action is an action taken or that is necessary to be taken to achieve or maintain compliance with Storm Water Requirements.
- Where Responsive Action is necessary, provide a reference number under the "Responsive Action Log Reference #" column for each Action Item identified. Reference numbers are to be alphanumeric, having both a letter and a number. The first character matches the letter designation of the applicable question. The second character is numerical starting with number 1. Responsive Action reference numbers shall be successive thereafter as to the numerical portion, for example, A-1, A-2, . . . , etc.
- Do not provide a separate Responsive Action Log Reference # under Question F for any restated or carried over Responsive Action not completed since the last inspection. Restate or carry over the Responsive Action Log Reference # in the same question under which it arose.

QUESTIONS

General

- A. Is the SWP on Site? - You must verify that the SWP is either at the construction office if the Site has one, or that the location of the SWP is posted along with, or adjacent to, the contact information of the Site Storm Water Compliance Representative.
- B. Is the Applicable Permit on Site? - You must verify that the Applicable Permit and notification letter (if applicable) are on Site.
- C. Is the correct contact information provided on Site? - You must verify that the name and phone number of the Site Storm Water Compliance Representative are located in a conspicuous place on Site and are legible.
- D. Since the last site inspection, has [Builder] received any notice of a federal, state, or local inspection evaluating compliance with the Applicable Permit (i.e., the NPDES or State equivalent storm water permit)? The notice contemplated by this question is written notice from a federal, state, or local entity regarding a storm water inspection evaluating compliance with the Applicable Permit (i.e., the NPDES or State equivalent storm water permit). Local inspections related to post-construction stormwater management or locally approved erosion and sediment control plans do not require an affirmative response to this question.

If, however, Builder has received written notice of a federal, state, or local inspection evaluating compliance with the Applicable Permit, you must record the name of the agency that performed the inspection, the name and position of the person that performed the inspection for the agency, and the date of the inspection. Further, you must include on the Responsive Action Log a description of alleged violations based on the federal, state, or local inspection, and whether or not Builder intends to challenge the alleged violations.

You do not need to record a Responsive Action for any government inspection unless and until the government provides the Builder with notice that an alleged deficiency has occurred. In some instances, the delivery of information regarding alleged violations will not be contemporaneous with the inspection.

If a Responsive Action is already noted to address an issue raised in a government inspection before receipt of notice of an alleged violation, do not create a new or duplicate Responsive Action.

- E. Was the Site Inspection Report for the last inspection signed by the SSWCR and certified if and as required by the Applicable Permit? - You must verify that the Site Inspection Report for the prior inspection was signed and certified, if required under the Applicable Permit, by the person undertaking that inspection, whether the Storm Water Consultant Designee or the Site Storm Water Compliance Representative. You must also verify the Site Storm Water Compliance Representative reviewed and signed the form in cases in which the Storm Water Consultant Designee conducted the Site Inspection.

- F. Have Action Items from the last Site Inspection been timely addressed? - You must verify whether or not all Responsive Actions recorded on the prior Responsive Action Log have been completed. If not, explain the reasons why these actions have not been accomplished, what actions remain to be taken and whether our response to date satisfies applicable permit requirements.

Maintenance

- G. Are there excess sediment or other pollutants exiting the Site? - You must verify that neither excess sediment nor pollutants are exiting the Site. You should check applicable BMPs such as outfalls, exit/entrance controls, site perimeter controls, receiving water courses and adjacent offsite areas for excessive sediment or other pollutant discharges. You should also verify and record whether excessive sediment or other pollutants are being discharged onto the Site from adjacent properties.
- H. Are roads/gutters free of excessive sediment from the Site? - You must verify that the roads adjacent to the Site are free of excessive sediment. You should verify and record whether the source of sediment is from adjacent properties.
- I. Are exit/entrance controls properly located, in working condition, and no repairs necessary? - You must verify that exit/entrance controls properly located, in working condition, and no repairs necessary. You should check that exit/entrance controls such as stone pads, rumble grates, and the like for the construction entrances and other access points are in place and are maintained pursuant to the SWP.
- J. Are exposed areas stabilized as required? - You must verify that exposed areas are stabilized as required. You should check that areas where construction activity has ceased or has been temporarily suspended are stabilized in accordance with the SWP.
- K. Are stockpiles located and stabilized as required? - You must verify that stockpiles located and stabilized as required. You should check that stockpiles are located in areas where they may minimize the potential for discharging excessive sediment from the Site or onto any road or gutter and that they have been stabilized in accordance with the SWP.
- L. Are washouts properly located, in working condition, and no repairs necessary? - You must verify that concrete, paint, and other washouts are properly placed, appear to be working, and are maintained in accordance with the SWP.
- M. Are non-storm water and hazardous materials managed as required? - You must verify that non-storm water and hazardous materials are managed as required. You should check that storage and containment areas and controls and that management of non-storm water and hazardous materials (including leaks and spills) are implemented in accordance with the SWP.
- N. Are trash, construction debris, and other solid wastes managed as required? - You must verify that trash, construction debris, and other solid wastes managed as required. You should check that controls for the collection and storage of

trash, construction debris and other solid wastes are properly placed, appear to be effective, and are maintained in accordance with the SWP.

- O. Are portable toilets provided and properly located? - You must verify that portable toilets are provided and properly located. You should check that portable toilets are located off roads and away from gutters and inlets and are properly anchored and maintained.
- P. Are any other BMPs, not already specifically addressed by another question on this form, properly located, in working condition, and no repairs necessary? - You must verify that all BMPs are properly located and in working condition and that no repairs are necessary. You should check that BMPs (including by way of illustration, linear barriers, soil stabilization techniques, sediment ponds/traps and inlet protection) are properly placed, appear to be working, and are maintained in accordance with the SWP.
- Q. Are the Site Storm Water BMPs and the SWP consistent with each other? - You must verify that Site BMPs and the SWP are consistent with each other. You should check that the BMPs shown on the SWP for the current stage of construction exist on Site and that the BMPs that exist on Site are shown on the SWP.

Responsive Action Log

- You must record each reference number from the first page under “Responsive Action Log Reference #” on the second page in the first column under “Responsive Action Log Reference #.” Each reference number must be listed on a separate line.
- For each recorded reference number, you must identify in the “Responsive Action” column the Responsive Action taken or to be taken.
- If a condition relates to a storm water control, you must identify the applicable storm water control by type and location and state the action necessary to achieve or maintain compliance with the SWP. If a condition relates to anything other than a storm water control, you must briefly describe the condition that requires action and the action necessary to achieve or maintain compliance with the SWP.
- You must record the date the Action Item was first identified in the “Date Noted” column. For federal, state, or local inspection evaluating compliance with the Applicable Permit, the date noted for each alleged violation will be the date of written notice of an inspection actually containing a description of alleged violations. In some instances, the date of the inspection will not be contemporaneous with delivery of a notice of inspection.
- The date recorded for a Responsive Action under the “Date Noted” column will not change, even if the Responsive Action is carried over to subsequent Responsive Action Logs. When a Responsive Action is restated or carried over to a new Responsive Action Log, you must restate or carry over the date for the Responsive Action as identified on the first Responsive Action Log on which the Responsive Action appeared.

- Upon completing each Responsive Action, the date on which action was taken to address the Action Item must be recorded under the “Date Responsive Action Completed” column. If an Action Item relates to a storm water control, the storm water control Contractor who performed the Responsive Action should be the person recording and initialing the date complete. If an Action Item relates to anything other than a storm water control, the Site Storm Water Compliance Representative or Storm Water Consultant Designee should be the person recording and initialing the date completed. In any case, the Site Storm Water Compliance Representative or his/her Designee may initial the date on which the Responsive Action was completed, either having performed the Responsive Action or having investigated and confirmed when it was completed.